

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

Program Name: Vocational Rehabilitation (VR)

Policy Number: VR-4.7-v3

Effective Date: July 1, 2008

Last Revision: October 25, 2024

CHAPTER 4: IPE

Section 4.7: IPE Management and Amendments

I. Policy Statement

This policy provides guidelines regarding Individualized Plan for Employment (IPE) management and amendments.

II. Authority

Authority for policies contained in this document includes the following:

- Workforce Innovation and Opportunity Act (WIOA), 29 U.S.C. § 3101 et seq.
- Title IV Amendments to the Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq.
- State Vocational Rehabilitation Services Program, 34 CFR § 361.45 Development of the individualized plan for employment, part (d)(4-8)
- Arizona Revised Statutes:
 - § 23-502; and
 - § 23-503.
- Arizona Administrative Code, Title 6, Chapter 4, R6-4-205, Individualized written rehabilitation program.

III. Applicability

This policy applies to Vocational Rehabilitation (VR) management of Individualized Plans for Employment (IPE).

IV. Standards

- A. At a minimum, all IPEs must be reviewed twice per year, or more frequently, based on a client's objectives and achievement dates.
- B. The results of the IPE review will determine the client's continued participation in VR services.
- C. To ensure the continuity of IPEs, the client must:

1. Be actively participating in their authorized VR services,
 2. Demonstrate consistent progress towards achieving the agreed-upon intermediate objectives and employment outcome, and
 3. Maintain contact with their VR Counselor.
- D. In instances when the client is failing to maintain contact with VR staff, is not actively participating in services, and/or is not making consistent progress toward intermediate objectives and the employment outcome, the Client Participation Letter must be sent to the client in an attempt to address any barriers toward success.
- E. When the client's lack of contact, lack of participation, and/or lack of progress continues after reasonable attempts have been made to address barriers, case closure may be pursued per Section 5.1: Closure Criteria of this policy manual.
- F. The intermediate objectives, services, and/or employment outcome must be amended, revised, or terminated when:
1. Acceptable progress towards the achievement of listed objectives or employment outcome is not being made,
 2. The employment outcome, services, or service providers necessary to achieve the employment outcome change, or
 3. The intermediate objectives for the employment outcome change.
- G. **IPE Amendments**
1. The IPE must be amended when there are substantive and agreed-upon changes that directly impact the client, including changes to the following:
 - a. The employment outcome,
 - b. Intermediate objectives,
 - c. The addition or deletion of VR service(s),
 - d. The level of service supported by VR, and
 - e. Service providers.
 2. The VR Counselor must provide the client the opportunity to exercise informed choice regarding any amendments to their IPE per Section 1.5: Informed Choice of this policy manual.
 3. A substantive IPE amendment takes effect when the change is agreed upon and signed by the client, the client's legal guardian (if applicable), and the VR Counselor.
 4. The VR Counselor must provide the client with a copy of the agreed upon and signed IPE amendment(s).

5. The IPE Amendment Justification template must be completed for all IPE amendments.
6. In instances when the client or VR Counselor does not agree to an IPE amendment proposed by the other party, the VR Counselor must work with the client to explore if an alternative solution can be mutually agreed upon.
7. In instances when an agreement cannot be reached about the proposed IPE amendment, an RSA Decision Letter with Appeal Rights, clearly outlining the proposed amendment and justification for why the amendment is or is not appropriate or necessary, must be sent to the client.

H. IPE Revisions

1. Revisions are made to the IPE when there are minor (non-substantive) adjustments that need to be made to the client's level of services, service costs, plan type, service dates, or to correct grammar/spelling issues.
 2. IPE revisions must not have a noticeable impact on the IPE objectives, employment outcome, or VR services.
 3. IPE revisions do not require a client signature. The VR Counselor must notate "revision, no signature needed" in place of the client's signature.
 4. The reason(s) for IPE revisions must be clearly outlined in a case note in the electronic case file (ECF).
 5. The VR Counselor must inform the client of the revision and provide the client with a copy of the revised IPE.
- I. The VR Counselor must maintain contact with the client every 90 days to provide Vocational Counseling and Guidance (VCG) regarding the client's progress toward achieving IPE objectives.
- J. In the event of job placement, the VR Counselor must maintain monthly contact with the client and service provider to discuss employment stability, progress, concerns, and to ensure that the client has maintained stable employment for a period of no less than 90 days before successfully closing the client's case.
- K. VR must consider case closure in the event the client is not making progress toward achieving the IPE objectives or employment outcome, per Section 5.1: Closure Criteria of this policy manual.

V. Procedure

- A. Refer to IV. A, D-K above.
- B. Refer to Standard Work, if available.

VI. Documentation Requirements

- A. The client's ECF must include the following:
1. Documentation supporting any IPE amendment or revision,
 2. IPE Amendment Justification template,
 3. Purchase receipts for goods/services,
 4. Progress updates,
 5. Provider invoices and reports, and
 6. RSA Decision Letter with Appeal Rights regarding denial of an IPE amendment.